



Event Coordinator Ronald McDonald House Houston

Job Posting 04/05/2021

FLSA STATUS: Full-time, exempt, Monday – Friday;

After hours work is expected in relation to the events and organizational projects

REPORTS TO: Chief Advancement Officer

OVERVIEW: Oversees the production of RMH Houston's events, working with external event consultants and managing electronic fundraising tools and strategies. The Event Coordinator will consider each event an opportunity to target and acquire new donors, volunteers, and advocates.

RESPONSIBILITIES

Fund Raising:

- Actively fund raise on behalf of RMHH (i.e., gift solicitation, follow up and steward donor/participant relationships)
- Meet and/or exceed event revenue goals
- Utilize BlackBaud Raiser's Edge NXT to segment donor lists and target communications accordingly

Project Management:

- Coordinate all activities, timelines, and tasks with outside event consultants
- Strategically manage the events together, considering all opportunities to streamline tasks and vendor selection

Interpersonal Interactions:

- Respectfully and genuinely connect with constituents
- Identify ways to foster donor involvement at RMH Houston

Technology:

- Introduce electronic fund raising and communications tools when appropriate
- Share new technologies with all generations of constituents, expanding the number of people who use the tools

Financial Accountability:

- Manage event budgets and contracts responsibly
- Understand fund raising revenue goals and create strategies to meet them

Administration:

- Responsible for inputting accurate event donor information in tracker and producing reports and updates when needed
- Manage the processing of all event commitments, payments, and pledge activity
- Order relevant supplies. Ensure accuracy of event communications
- Ensure donor record confidentiality

QUALIFICATIONS

Required

- Bachelor's Degree plus 3 – 7 years of professional work experience: focus on customer service, marketing, events management, non-profit management
- Tenacious drive to meet and exceed goals; focused, flexible, and creative



- Excellent customer service skills: ability to establish quick rapport with strangers and community leaders, focused listener, provides immediate and accurate follow-up, positive demeanor
- Diplomatic, poised, and trustworthy to work with donors and prospects, Board of Directors, and community leaders
- Excellent organizational skills, and attention to detail in verbal and written communications. Ability to meet or beat every deadline without sacrificing work quality or relationships with colleagues, vendors, and constituents
- Works independently on assigned tasks and cooperatively on projects; knows when to ask for help
- Proficient knowledge of technology, social media, and e-mail marketing
- to detail, and verbal and written communication skills

Preferred

- Previous work experience in a non-profit environment (volunteer relations, customer relations, advancement) or a sales capacity
- Previous experience with a customer relations management tool
- Previous experience with Blackbaud Raiser's Edge software

This job description reflects an assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Other duties and tasks may be assigned to this job at management discretion.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to walk, sit and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear
- The employee may be required to lift to 10 pounds (*adjust as needed – max 25 pounds*)
- The vision requirements include close, distance, peripheral, and depth perception

WHO WE ARE

Ronald McDonald House Houston (RMH Houston) offers a home away from home providing care, compassion and hope to families with seriously ill children being treated in Texas Medical Center member institutions. For more than three decades, we have been helping families with seriously ill children stay close together during difficult times. Today, that vision has grown to include the Holcombe House, a free-standing 70-bedroom home for longer-term stays; a house inside Texas Children's Hospital with 19 bedrooms; a house inside Children's Memorial Hermann Hospital with 14 bedrooms; ten family rooms inside Texas Children's Hospital; and a family room inside MD Anderson Children's Cancer Hospital.

HOW TO APPLY

If you are interested in joining this team in service to our community, please email your resume and cover letter to Lisa Estes, lestes@rmhhouston.org (713-795-3587).

In the subject line of your email, please include your name and the job title for this position ("Your name – Event Coordinator").